

Minutes from Library Board of Trustees Meeting
Monday, March 9, 2020

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:38 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathleen Smythe, Jason Hagman, and Phillip Yap. Pat Plante and Jeff Banks, Borough Council member and library liaison, were not present. Ann Minski stated, "I hereby announce that such be included in the minutes of the meeting that notice of the time, place, and day of this meeting has been prominently posted on the bulletin board at Borough Hall and the Library, mailed to the *Times*, the *Press*, the *Star Ledger*, and *Courier News*, the *Patch* and the *Alternative Press* by January 2020, filed with the Borough Clerk and mailed to any persons requesting same in accordance with the requirements of the Open Public Meeting Act."

Approval of Minutes from the Monday, February 10, 2020 meeting:

Motion to accept the minutes: Jane Frost-Guzzo

Seconded: Kathleen Smythe

Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- From Agenda – Grant application; Form a broad-based committee with Trustees, Friends, staff, Council, public to address issues including, but not limited to: final design input, grant application, PR, fundraising, etc.
- From Agenda – Planning for building transition/closure: Determine alternate location(s); brainstorm what (minimized) services we can make available; staffing; digital services; programs for kids, teens, adults; Summer Reading Club programming, etc.
- Ian is finishing the library construction grant application.
- The application will be ready for us the review, check, etc. by the end of the week.
- All of the needed documents are being collected.
- The application should be ready in full to submit by March 24, 2020.

Fundraising/Finance Committee

Trustee Members: Kathleen Smythe, Pat Plante, and, Jason Hagman

- From Agenda –
 - set up bank account with FCF or form a Foundation.
- Kick-Off Party will be postponed from May, 2020 to late October/early November 2020
 - purpose to tell people about our new library project and that we will be asking for their support
- Kara and Kathleen are working on developing a theme/logo/tagline for our new library project.

- Kara is meeting with Susan Neuhaus about possible graphic designs – an invitation for the party will be designed by them, as well as a campaign design.
- Kara and Dan are working on a Case Statement for after the grant application decision which will be used for invitations, brochures, press releases, marketing materials, and to ask for donations.
- Discussion of various logos and designs
- Dan has been talking with Russ Huegel about where to put our donations
- Still no reply from Peter Chemidlin about working with the Fanwood Community Foundation to collect and hold donations for our project.
- This issue of where to hold the donations needs to be decided by the fall.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- No report

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report

Director's Report

- Corona Virus response – reaching out to town for more cleaning and cleaning supplies
 - Meeting held with town dept. heads; links to Fanwood website; response from CDC
 - Question open as to whether the library will close as a public space
 - Governor Murphy declared a State of Emergency and a State Health Emergency
 - In a “wait and see” mode – taking cues from the State Health Department
- Teen Photo Contest – scheduled for April 13th meeting from 6:30 – 7 p.m.
 - two 1st place winners will receive \$50 each; everyone else will receive \$20.
 - All photos will be displayed.
- Library Week Celebration – April 20–30

Professional Development/Meetings Attended

- LUCC Meeting – February 21
- Conference Attendance * PLA February 25-29, 2020 Nashville, TN

Statistics

- Square (credit card processing) (*implemented 3/16/2017*) Feb. 2020 gross=\$64.99; net=\$62.70; (fees: \$2.29)
* 2020 YTD (*Jan. 1–Feb.29*): gross=\$124.34; net=\$120; (fees: \$4.34)
- Kanopy - (*implemented 10/2017*) Feb. 2020: 160 plays * 2020 YTD (*1/1–2/29*): 708 visits; 362 plays
- Metrics Reports (*see attached*)
- Financial Statement (*see attached*)
- Adult & Teen Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- Conference Attendance * NJLA May 27-29, 2020 Atlantic City, NJ

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- Conference Attendance * ALA June 24-29, 2021 Chicago, IL
 - Conference Attendance * PLA March 22-26, 2022 Portland, OR
 - Project Advisory Board: Library Services to Patrons with Disabilities: A Problem-Based Learning Approach
IMLS Laura Bush 21st Century Librarian Grant Project, Syracuse Univ. - Infopeople
Partnership
 - Fine (Fees) Free * Automatic Renewals * TLC Upgrade * MeetUp * Libraries Inspire
 - Historic Commission / SPPL Partnership to redo Digital Archives
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New Business – none

Correspondence, Communications

- Report from Friends - none
 - Open Meeting for Public Input – none
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Meeting Adjournment at 8:35 p.m.

Motion to adjourn: Jason Hagman; 2nd by: Kathleen Smythe; Unanimous approval